

*30-73 and 30-74
Superseded by 30-75*

RECORDS MANAGEMENT PROGRAM

*Approval sheet
still applies to
MPB's existing
schedule 30,04-73*

*See explanatory
note on copy of
30-74 schedule.*

RECORDS CONTROL SCHEDULE FOR THE

INFORMATION SYSTEMS ANALYSIS STAFF, DDM&S

(Established July 1972, formerly Special Assistant
to the Executive Director for Information Control)



RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150001-6

CLASSIFICATION
UNCLASSIFIED

OLD SCHEDULE NO(S)
30-73

REVISED SCHEDULE NO.

30-74 * see below

OFFICE, DIVISION, BRANCH

DDA/Information Systems Analysis Staff/Office of the Chief

DATE(S) OF OLD SCHEDULE(S)

10 December 1973

DATE OF CONCURRENCE

30 September 1974

TYPE CONCURRENCE OFFICER'S NAME AND TITLE

Chief, ISAS

OLD SCHEDULE
AND ITEM NO(S).

ITEM
NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CU. FT.)

DISPOSITION INSTRUCTIONS

30-73,
Item 1a

37-75 Information Review Staff, DDA. ~~Established~~
Transferred to RCS No. 30-06-74, ISAS/
Classification Programs Branch effective 13 January 75.
30 September 1974. ISAS/CPB schedule never established.

PW 31 Mar 75

30-73
Item 1b

37-75, Information Review Staff, DDA. ~~Established~~
Transferred to RCS No. 30-06-74, ISAS/
Classification Programs Branch effective 13 Jan 75.
30 September 1974. ISAS/CPB schedule never established.

PW 31 Mar 75

30-73
Item 2

1

SUBJECT FILES:

Files contain information relating to the projects, programs, policy, decisions and general background on the various subjects involved under the delegated authority for Information Control.

3.5

Permanent. Disposal not authorized. Cut off at the end of each calendar year. Hold 3 years then send to the Agency Records Center.

30-73
Item 3

2

MANAGEMENT ADMINISTRATIVE FILES:

a. Managerial files containing information on policy, procedures, reorganization and management for the mission responsibility and authority of this office. *L. [initials]*

Permanent. Disposal not authorized. Cut off at the end of each calendar year. Hold 3 years then send to the Agency Records Center.

Individual soft files of personnel assigned within the supervisory responsibility of this office.

1.0

Temporary. Hold until no longer needed. Transfer with reassigned personnel if needed by receiving office. Destroy 6 mos. after resignation, separation from Agency (G RS 1-18)

PW 31 Mar 75

16

FORM 8-74

139

OBsolete PREVIOUS EDITIONS

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150001-6

E-2, IMPDET CL. BY:

(41)

* Although this revision was signed and distributed, it cannot be made part of the record because it was never used and was not correct since CPB never establish a written schedule for part 1 until it became

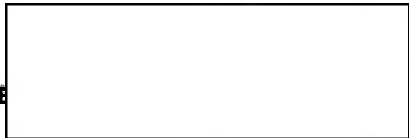
IRS. and new O/ISAS schedule were therefore written directly from RCS 30-73 as if this person never existed.

pers file

AT

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OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	DESCRIPTION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150001-6</p> <p>UNCLASSIFIED</p>					
30-73 Item 4	3	<p>c. Budget and Finance records.</p> <p>d. Internal housekeeping records.</p> <p>WORKING FILES:</p> <p>These files contain the working papers of daily business pending action being taken and general reference.</p>			<p>Temporary. Break annually at the fiscal year. Hold ¹³ years and retire to Records Center. Destroy ¹³ years after date retired to Records Center.</p> <p>Temporary. Break file annually on calendar year and hold 1 year. Destroy when no longer needed.</p>
30-73 Item 5	4	<p>REFERENCE PUBLICATIONS:</p> <p>Various publications, library material, brochures, commercial samples and periodicals used for background and general reference.</p>		1.0	<p>Temporary. Move all papers of lasting value to appropriate continuing files. Destroy remaining data when no longer needed.</p>
		<p>Various publications, library material, brochures, commercial samples and periodicals used for background and general reference.</p>		1.0	<p>Temporary. Purge at least annually and destroy material no longer needed. <i>Offer books to the Agency library.</i></p>
		<p>APPROVE</p> <p></p> <p>Chief</p> <p>Records Administration Branch</p>	<p><i>2 Oct 74</i></p> <p>Date</p>		

RECORDS CONFERENCE 05/11/21 : CIA-RDP78-00487A000100150001-6

SCHEDULE NO.

OFFICE, DIVISION, BRANCH

Information Systems Analysis Staff, DDM&S
(Established July 1972, formerly Special Assistant
to the Executive Director for Information Control)

SIGNATURE

TITLE Chief, Information
Systems Analysis Staff

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	DECLASSIFICATION CASE FILES:		
	a. Files contain information under the delegated authority of Executive Order 11652, "Classification and Declassification of National Security Information and Material," of internal decisions and action taken in classifying, downgrading and declassifying Agency originated information.	1.5	Permanent. Disposal not authorized. Cut off at the end of each calendar year. Hold 3 years then send to the Agency Records Center. Transfer to the Agency Archives after 12 years storage in Records Center. Return to originator or successor in function to be reviewed for declassification 29 years after close of file.
	b. Files contain information on Agency participation in the declassification, at the request of the Department of State, of information proposed for publication in their Foreign Relations series.	1.0	Permanent. Disposal not authorized. Cut off at the end of each calendar year. Hold 3 years then send to the Agency Records Center. Transfer to the Agency Archives after 12 years storage in Records Center. Return to originator or successor in function to be reviewed for declassification 29 years after close of file.
2.	SUBJECT FILES:		
	Files contain information relating to the projects, programs, policy, decisions and general background on the various subjects involved under the delegated authority for Information Control.	3.5	Permanent. Disposal not authorized. Cut off at the end of each calendar year. Hold 3 years then send to the Agency Records Center. Transfer to the Agency Archives after 12 years storage in Records Center. Return to originator or successor in function to be reviewed for declassification 29 years after close of file.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150001-6			
3.	MANAGEMENT ADMINISTRATIVE FILES:		
	a. Managerial files containing information on policy, procedures, reorganization and management for the mission responsibility and authority of this office.		Permanent. Disposal not authorized. Cut off at the end of each calendar year. Hold 3 years then send to the Agency Records Center. Transfer to the Agency Archives after 12 years storage in Records Center. Return to originator or successor in function to be reviewed for declassification 29 years after close of file.
	b. Individual soft files of personnel assigned within the supervisory responsibility of this office.	1.0	Temporary. Hold until no longer needed. Transfer with reassigned personnel if needed by receiving office. Destroy after resignation.
	c. Budget and Finance records.		Temporary. Break annually at the fiscal year. Hold 2 years and retire to Records Center. Destroy 3 years after date retired to Records Center.
	d. Internal housekeeping records.		Temporary. Break file annually on calendar year and hold 1 year. Destroy when no longer needed.
4.	WORKING FILES:		
	These files contain the working papers of daily business pending action being taken and general reference.	1.0	Temporary. Move all papers of lasting value to appropriate continuing files. Destroy remaining data when no longer needed.
5.	REFERENCE PUBLICATIONS:		
	Various publications, library material, brochures, commercial samples and periodicals used for background and general reference.	1.0	Temporary. Purge at least annually and destroy material no longer needed.
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RECORDS CONTROL SCHEDULE
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100450001-6

SCHEDULE NO. 30 PW 10 Dec 13

14-85-73

CONCURRENCE

OFFICE, DIVISION, BRANCH

SI

ST

DDM&S, Support Services Staff, Support Directorate Records Branch

TITLE

Chief SDRB

DATE

6/15/73

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

DDM&S Senior Records Officers Reference File.

4.0

This file consists of correspondence, memoranda, reports and forms pertaining to the DDM&S records program. This file includes reference material on forms including requests for new or revised, the Records Management Board, the records program including copies of the records control schedules, retention plans, records retirement request, reports, both statistical and narrative, word processing and the vital records deposit schedules. These records in the most part are duplicated in the Records Administration Branch or the Agency Records Center.

Temporary. Screen at least annually and destroy those items no longer needed for reference purposes.

APPROVED:

[Signature Box]

Chief
Records Administration Branch

Date

6/18/73

ST

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